

**CONFIDENTIAL**MAY 1966 NOTICE NO.  DEPUTY DIRECTOR (SUPPORT)  
NOTICE NO.  RECORDS MANAGEMENT  
Draft 1-30-56  
7-17-56

**TYPES OF REPORTS AND DOCUMENTS  
EXEMPTED FROM THE DD/S  
REPORTS MANAGEMENT PROGRAM**

1. Formal reports of audit, survey, or investigation by administrative bodies appointed for that purpose. However, recurring reports initiated by such bodies to obtain data are not exempt.
2. Comments and/or concurrences as part of routine clearance of proposed actions, requisitions, or publications.
3. Agency budget requirements:
  - a. The annual estimate or request for funds required by law. This exemption does not include periodic collections of data used to develop or supplement budget estimates or fund requests.
  - b. Reports upon apportionment and allocation of appropriated funds.
4. Reports required by Project Administrative Plans.
5. The following operating documents:
 

<i>for advances</i> Accounting records Affidavits Agreements Announcements Applications or requests Authorizations Bids Bills Bills of lading Certifications Claims Contracts and initial allied papers Depositions Guarantees	Identification Leases Liens Oaths of Office Payrolls Permits Performance bonds Receipts Receiving-and-inspection forms Requisitions Sales slips Shipping orders Specifications Statements of witnesses
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This exemption covers only the actual operating documents themselves. Reports concerning progress in preparing, numbers processed, etc., are not exempt.

ATTACHMENT 2

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